Student Aid Awareness

SAMPLE – Program Area Status Report
(6/4/2001 through 6/8/2001)
Program Area

Activity Summary

Detailed List of Completed Activities (+ and -)	Significant Achievements
• Describe in detail your team's work for the specified period. • Begin your sentence with short, action verbs. • Example: Completed review process for *Funding Your Education.*	• Describe your team's most significant achievements. • Begin your sentence with short, action verbs. • Example: Created a work plan to document key project initiatives.

Future Work Plans

Planned Activities for Next Period
• Describe in detail your team's work planned for the next period • Begin your sentence with short, action verbs. • Example: Will create budget allowance for Program Outreach.

Schedule of Key Meetings

Key Meeting (Topic and Attendees)	Date Day, X/xx/2001, Time
• Include topic and (attendees)	Indicate day, date, time
• Example: Program Outreach Planning (Hazel Mingo, Dena Bates, Linda Hall)	Example: Monday, 6/1/2001, 2:00pm.

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Program Area

Issue Summary

Priority (High, Medium, Low)	Issue	Recommended Solution	Description of Impact	Person Responsible	Date Logged	Status (Include only Open)
• Example: High	• Lack of commitment to program area	• Propose a team meeting to discuss group objectives	• Holding up projects initiatives	Linda Hall	06/01/01	Open

Priority:
- Categorize issues into four levels of importance based on their impact to the project goals, objectives, timeliness and cost.
  - **High** - Adversely impacts work effort, schedule, and/or scope; may need to be escalated to senior management if not resolved in a timely manner
  - **Medium** - May negatively impact work effort, schedule, and/or scope; usually can be resolved internal to team
  - **Low** - Minimal impact
- Issue: Describe in detail the issue.
- Recommended Solution: Provide a recommended course of action.
- Description of Impact: Describe potential impact of issue to your project.
- Person Responsible: Identify the point of contact.
- Date Logged: List the date logged.
- Status: Provide a high-level status of the current issue.

2001 Short Term Action Plan

Priority	Priority Area	Work Effort	Current Status	Person Responsible	Date Logged
Example:High	Targeting Aid Info. To Populations That Need It Most	• Research data on populations seeking financial aid	•	Dena Bates	04/04/01

Priority:
- Categorize issues into four levels of importance based on their impact to the project goals, objectives, timeliness and cost.
  - **High** - Adversely impacts work effort, schedule, and/or scope; may need to be escalated to senior management if not resolved in a timely manner
  - **Medium** - May negatively impact work effort, schedule, and/or scope; usually can be resolved internal to team
  - **Low** - Minimal impact
- Priority Area: Identify program's key priority from short-term action plan.
- Work Effort: Describe the current work efforts addressing the priority area.
- Current Status: Identify the status of the short-term action plan initiatives.
- Person Responsible: Identify the point of contact for the current issue.
- Date Logged: List the date logged.